WHAT'S NEW IN QUARKXPRESS 4.0?

QuarkXPress™

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What's New in QuarkXPress 4.0?

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Introduction

The *What's New in QuarkXPress 4.0?* guide is for users already familiar with QuarkXPress™ who want a brief introduction to the new features when they first launch the application.

For each major new feature, the guide will address three questions: *What is it?, Where is it?,* and *What is it good for?* The idea is to eliminate the time it takes an experienced user to answer these simple questions when sifting through a manual filled with features old and new.

New Tool Palette

Before we delve into the *What is it?, Where is it?, What is it good for?* descriptions of each new feature, we should introduce the new **Tool** palette.

All your old favorites are still there, but notice what happens when you click-and-hold a tool that displays an arrow in the upper right corner: You see additional tools.

To select one, simply drag and release the mouse over the tool of your choice. The chosen tool will replace the original. Performing this action while pressing the Control key adds the new tool to the main palette, causing the palette to grow. You can make the tool disappear again by Control-clicking it.

To eliminate repetition with your user interface setup, QuarkXPress 4.0 always remembers how you last had your **Tool** palette configured.

■ For More Info

For complete information about the new **Tool** palette, see pages 1.3–1.30 in *A Guide to QuarkXPress.*

The new default Tool palette

Item tool: Selects, moves, resizes, and reshapes items, clipping paths, and runaround paths.

Content tool: Imports and edits text and pictures, and imitates most Item tool functionality.

Rotation tool: Rotates items visually.

Zoom tool: Enlarges or reduces the document view.

Rectangle Text Box tool: Creates a rectangular text box.

Rectangle Picture Box tool: Creates a rectangular picture box.

Rounded-corner Picture Box tool: Creates a rounded-corner picture box.

Oval Picture Box tool: Creates an oval picture box.

Bézier Picture Box tool: Creates a picture box using Béziers (point by point).

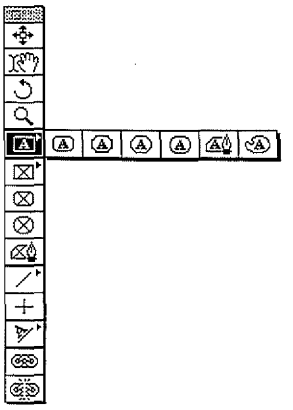
Line tool: Creates straight lines.

Orthogonal Line tool: Creates straight vertical or straight horizontal lines.

Line Text-Path tool: Creates straight paths that can contain text.

Linking tool: Establishes text flow links between boxes.

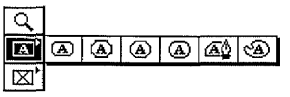
Unlinking tool: Breaks text flow links between boxes.



*The new **Tool** palette features "pop-out" tools that can be added or deleted from the main palette using the Control key.*

Pop-out text-box tools

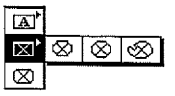
Create a rounded-corner, concave-corner, beveled-corner, oval, Bézier, or freehand Bézier text box.



Pop-out text-box tools

Pop-out picture-box tools

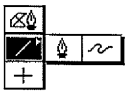
Create a concave-corner, beveled-corner, or freehand Bézier picture box.



Pop-out picture-box tools

Pop-out line tools

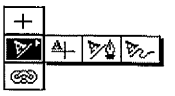
Create a Bézier line or freehand Bézier line.



Pop-out line tools

Pop-out text-path tools

Create an orthogonal, Bézier, or freehand Bézier text path.



Pop-out text-path tools

Bézier Boxes and Lines

What is it?

QuarkXPress 4.0 gives you a new level of control to create complex shapes in a layout: Bézier points and curve handles let you create the same sort of drawings that once required special illustration software.

Where is it?

1 Introduce yourself to point-by-point Bézier drawing by selecting one of the Bézier tools from the **Tool** palette. (For this first introductory exercise, the Bézier Picture Box tool is a good choice.)

2 As you click to create each new *point* in the shape, drag the mouse. This will cause Bézier curve handles to display around the point, and these can be manipulated at any time. The position of a *curve handle* determines the curvature of the adjoining segment.

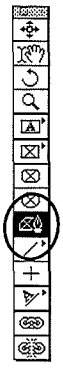
3 To manipulate points or curve handles *before* the shape is closed, press the ⌘ key while you reshape. You should also try pressing ⌘ and Control together while dragging a curve handle so that you can immediately see the difference between a *smooth* point and a corner point, which we're about to define.

4 Finally, to close the shape, select a new tool, click the first point of the box, or double-click where you want the last point.

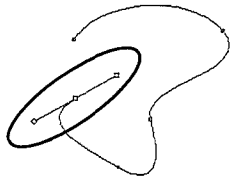
5 After you complete an item, make sure the **Item** → **Edit** → **Shape** option is *checked* — this allows you to reshape.

■ For More Info

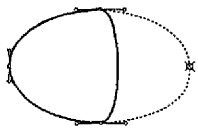
For complete information about Bézier boxes and lines, see Chapter 7, "Box Basics," in *A Guide to QuarkXPress.*



Bézier Picture Box tool



Bézier curve handles



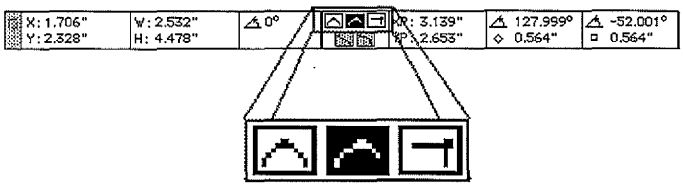
Deleting a point by Option-clicking it.

6 If necessary, add and delete points by Option-clicking with the Item tool or the Content tool. You can also delete multiple-selected points by pressing the Delete key while the Item tool is selected.

7 Select a point on the item and notice the three new buttons available in the **Measurements** palette:

- *Symmetrical* acts like an extreme version of the default state (smooth), forcing the curve handles to remain equidistant from the active point while revolving together.
- *Smooth* forces the curve handles to revolve together around the active point to ensure a smoother curve. This is the default.
- *Corner* allows the active point to behave like a "hinge" around which the two curve handles move with total independence. It's used to create a sharp point or corner.

■ **Note:** By Control-dragging a curve handle around a point, you can toggle between the smooth and corner states without using the **Measurements** palette buttons. You can also change a smooth point to a corner point *during* the creation of a Bézier item by simultaneously pressing the ⌘ and Control keys while dragging any curve handle.

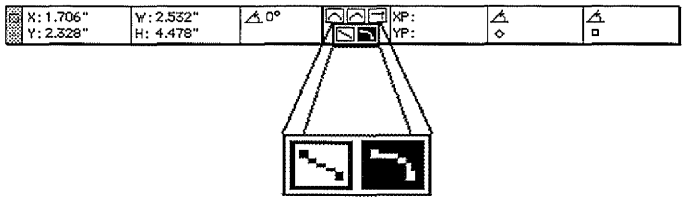


***Symmetrical, Smooth,** and **Corner** buttons on **Measurements** palette*

8 Now try clicking or dragging a segment in your shape. With this segment still selected, notice the following two buttons available in the **Measurements** palette:

- A *straight segment* is created when you click to create points in a new shape without dragging the mouse. You cannot bend a straight segment unless you first change it to a curved segment using the button. If you drag a straight segment, the segment and its two points all move without changing shape.
- A *curved segment* is created when you drag the mouse to create points in a new shape. If you drag a completed curved segment, the points associated with the segment remain in place while the segment itself bends. Depending on the type of points associated with the segment (corner, smooth, or symmetrical), the adjoining segments may also bend.

■ **Note:** If multiple points are active in an item, the point and segment type buttons in the Measurements palette affect all active points and all segments in between active points. Pressing ⌘-Shift-A or double-clicking a point selects all points in an item. (Triple-click a point to select all points if the item contains more than one path.)



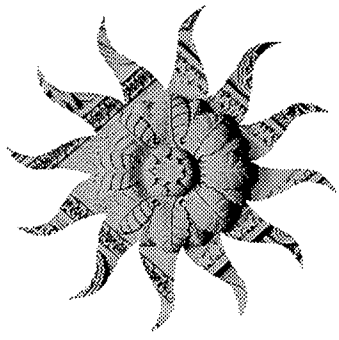
***Straight Segment** and **Curved Segment** buttons on **Measurements** palette*

What is it good for?

With QuarkXPress 4.0, your need for dedicated illustration software is diminished. The design at right is just one example of the illustration work you can now perform entirely within QuarkXPress. Plus, if your illustration is made of boxes, you can easily fill these boxes with background blends, pictures, or text.

What else?

In addition to Bézier functionality for drawing boxes, there's also Bézier functionality for clipping paths, runaround paths, lines, and text paths. You can draw Bézier items using the tools described previously or by using one of the freehand tools, which automatically create Bézier shapes according to how you drag your mouse. Other Bézier features — such as the ability to flip box shapes or create symmetrical illustrations — are described in Chapter 7, "Box Basics," in *A Guide to QuarkXPress*.



Illustrations like this can be designed entirely with QuarkXPress 4.0.

Merging Items

What is it?

Merge is a new submenu in the **Item** menu that becomes available whenever you have more than one box or line selected. It lets you create complex Bézier shapes in a more efficient manner than drawing them.

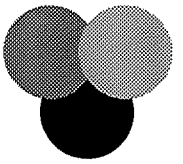
Where is it?

Introduce yourself to the **Merge** commands by drawing three boxes with colored backgrounds. They don't always have to overlap, but for now, make all three boxes overlap slightly. Now, multiple-select all three boxes, and tinker with the various commands found under **Item** → **Merge.**

- **Intersection** locates any areas that overlap the item in back, retains these areas, and cuts out the rest.
- **Union** combines all the item shapes into one shape, retaining all overlapped areas and non-overlapped areas. Items do not need to overlap for **Union** to be effective. Non-overlapping shapes remain separated in space after being merged but behave collectively as one item.
- **Difference** removes all the item shapes except for the item shape at the back of the stack. If this shape is overlapped, the overlapped area is cut out. **Difference** is useful for punching holes in an existing item shape, or for deleting or cropping parts of a Bézier illustration.

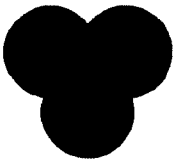
■ For More Info

For complete information about merging items, see pages 3.184–3.186 or pages 7.32–7.36 in *A Guide to QuarkXPress.*



Overlapping boxes

***Intersection** command*



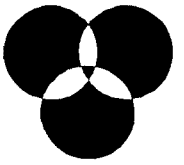
***Union** command*

***Difference** command*

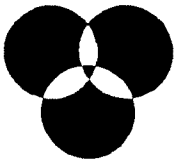
- **Reverse Difference** retains a union of all the item shapes except for the item shape at the back of the stack, which is cut out. If the item in back is overlapped, the overlapping area is cut out from the item shapes in front.
- **Exclusive Or** retains all the item shapes, but cuts out any areas that overlap. If you edit the points surrounding the cut-out area, you will notice that there are now two corner points at every location where two lines originally crossed.
- **Combine** is similar to **Exclusive Or,** with one difference: If you edit the points around the cut-out area, you will notice that no points were added where two lines cross.
- **Join Endpoints** is unique among **Merge** commands because it creates a Bézier line (from two lines) instead of a Bézier box. **Join Endpoints** is available only when exactly two lines or text paths are active. An endpoint from one active line must reside next to an endpoint from the other active line. Endpoints can be joined if the distance between them is equal to or less than the specified **Snap Distance** (**Edit** → **Preferences** → **Document** → **General** tab). Midpoints cannot be joined. **Join Endpoints** creates a single Bézier corner point to replace the two overlapping endpoints. A single Bézier line or text path results.

■ **Note:** The contents and color of the item at the very back of the stack are retained for the new shape you create.

***Reverse Difference** command*



***Exclusive Or** command*



***Combine** command*

***Join Endpoints** command*

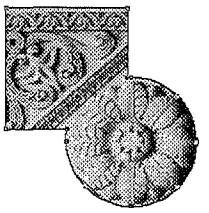
What is it good for?

The range of usefulness for the **Merge** commands is practically limitless, but here are a few practical examples:

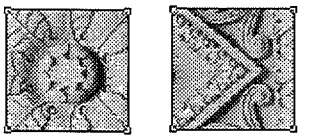
1. Sometimes it's easier to piece together a shape rather than draw it from scratch. For example, instead of drawing the box at right using the Bézier Picture Box tool, more efficient results are obtained using **Union** to fuse together a square and a circle.

2. The **Union** command is also useful for creating boxes that consist of two or more shapes separated in space but showing one set of contents, like the two squares at right.

3. The **Difference** command is useful for punching holes in an existing item shape, or for deleting or cropping parts of a Bézier illustration. For example, at right we've used the **Difference** command to create a donut shape.



*1. **Merge** lets you easily piece together shapes.*



2. Multiple shapes can show one set of contents.

*3. The **Difference** command lets you punch holes in, delete, or crop parts of a graphic or Bézier Illustration.*

Splitting Items

What is it?

Split is a new submenu in the **Item** menu that becomes available whenever you have a multiple-path box selected. The two commands in the **Split** submenu let you create multiple boxes from one complex box. In that sense, they are the opposite of the **Merge** commands.

Where is it?

1 Introduce yourself to the **Split** commands by typing the word "Lo" in a large point size. Next, highlight this word and choose **Text to Box** from the **Style** menu. (The **Text to Box** command is fully discussed later in this guide.) Now you should have a multiple-path Bézier picture box like the one shown at right. Duplicate it (⌘-D) a few times so that you can tinker with the **Split** commands described below.

2 Select one of the boxes and choose **Item → Split → Outside Paths.** This results in two boxes — one for each letter.

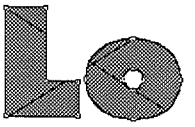
3 Select another one of the original "Lo" boxes, but this time choose **Item → Split → All Paths.** This results in three boxes — one for the "L" and two for the "o."

What is it good for?

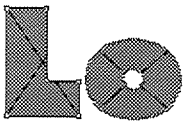
In addition to separating pieces of text as in the "Lo" example shown at right, you can use the **Split** commands to reverse the effects of some of the **Merge** commands discussed previously. You can also break up paths that cross over themselves — for example, a "figure eight" box becomes two boxes when split.

■ For More Info

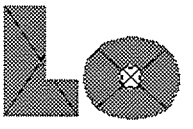
For complete information about splitting items, see page 3.186 or pages 7.36–7.37 in *A Guide to QuarkXPress.*



1. A multiple-path Bézier box



*2. **Outside Paths** creates two separate boxes for this shape.*



*3. **All Paths** creates three separate boxes for this shape. (By the way, the hole in the "o" was manually colored white after **All Paths** was executed.)*

Text Paths

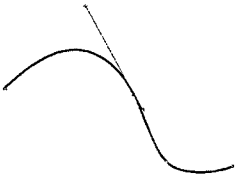
What is it?

The new text path feature allows text to ride along open lines (including curved Bézier lines), so you're no longer limited to boxes and rigid baselines.

Where is it?

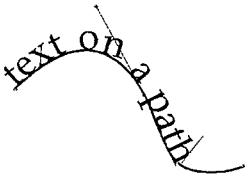
1 Introduce yourself to text paths by selecting the Bézier Text-Path tool.

2 As you click to create each point in the path, you can drag the mouse to expose the Bézier curve handles and create curves. Select a new tool or double-click to complete the path.



An empty Bézier text path with two curve handles showing.

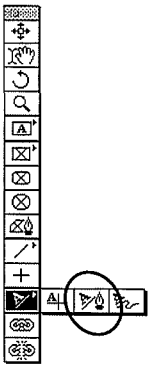
3 With the Content tool selected, you may now type and watch as the new text rides along your own custom baseline.



Text follows the path.

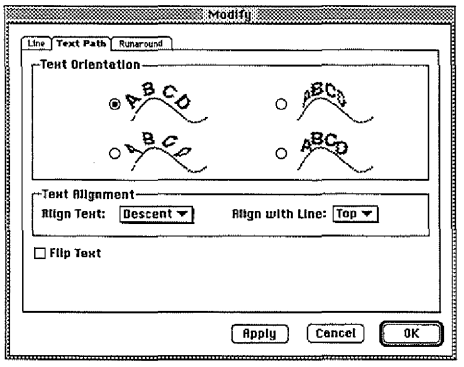
For More Info

For complete information about text paths, see pages 13.16–13.20 in *A Guide to QuarkXPress.*

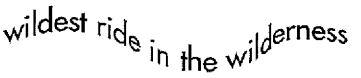


Bézier Text-Path tool

4 To change the default settings for the way text sits on the path, select the text path and choose **Item → Modify**, then click the **Text Path** tab. Experiment with the various options to become acquainted with each. Each of the four radio buttons in the dialog box displays an example of its effects. These include a rainbow-like effect (the default), a 3-D ribbon-style effect, a skew effect, and a stairstep effect.



Choose the default rainbow-like effect, a 3-D ribbon style, a skew effect, or a stairstep.



Text paths create eye-catching headlines.

What is it good for?

The text path feature is useful mostly for special visual effects, like eye-catching headlines.

What else?

Be sure you try some of the other drawing tools in the text path section of your **Tool** palette to get acquainted with the different ways you can draw text paths.

Convert Text to Box

What is it?

Text to Box is a new command that transforms selected text into a Bézier-outline box.

Where is it?

1 Introduce yourself to converted text by creating a text box and typing a line of text using a PostScript Type 1 font (with ATM running) or a TrueType font in a large size — for example, 72 points.

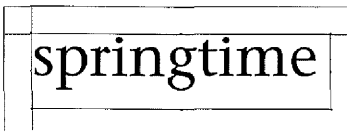
2 When you're finished, highlight part of the text. Then choose **Text to Box** from the **Style** menu.

3 Notice the outcome: The characters you highlighted were transformed into a single Bézier-outlined picture box. By the way, if you choose **Style** → **Text to Box** while pressing the Option key, you get a picture box that's anchored into its original text box to flow with surrounding text.

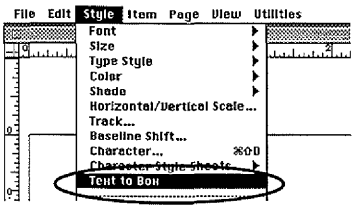
The really cool part happens, though, when you import a picture into your new picture box. Try it and see.

■ For More Info

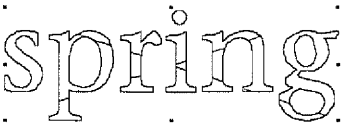
For complete information about **Text to Box**, see pages 13.3–13.4 and 3.152 in *A Guide to QuarkXPress.*



Start by typing text in a large size.



Highlighted text will be turned into a box.



Highlighted text converted to a single Bézier-outlined picture box.

Text can easily be filled with a picture.

What is it good for?

A popular publishing effect is text filled with a picture. This used to require special photo-editing software and a lot of patience. Now it's much easier. You can also use this feature to edit the shape of a decorative character. Just make sure **Item → Edit → Shape** is checked, and start manipulating Bézier points.

What else?

After you've converted text to a picture box, you can change the picture box into a text box by choosing **Item → Content → Text.** Having done so, you can actually type text *inside* your text.

Tips

Correct baselines and Text to Box

When you press the Option key while choosing **Text to Box,** not only is your new picture box anchored to flow with text, it's also automatically offset so that its baseline is positioned where the font designer originally intended!

Clipping Paths

What is it?

Silhouetting part of a picture is now easy with clipping paths that let you tell QuarkXPress which parts of your picture should be treated as transparent. Clipping paths also guard against items, text, or colored box backgrounds being obscured at printout time because of an unclipped picture background. The application's ability to print graphics with clipping paths is not entirely new. However, its ability to actually read and create clipping paths is.

Where is it?

1 Introduce yourself to the new clipping path controls by working with a picture file that has been saved in a painting or photo-editing application as an EPS or TIFF with a background of white pixels. Import this picture into a rectangular picture box that has a background specified as *None*.

2 Next, choose **Clipping** from the **Item** menu. The **Clipping** tab of the **Modify** dialog box will display.

3 Choose **Non-White Areas** from the **Type** pop-up menu and notice the green outline that appears around your picture. This green outline represents your new clipping path. Keep in mind that this clipping path is not built into the picture file like the ones you create in photo-editing applications. While QuarkXPress clipping paths *are* initially based on the high-resolution picture file, they are stored within your QuarkXPress document.

4 If the clipping path requires further adjustment, you can click **OK** and then choose **Item → Edit → Clipping Path** to edit the clipping path you have just created. Use your low-resolution picture preview as a guide. For ease in editing, the clipping path by default displays as green. Edit the path as you would any Bézier object.

■ For More Info

For complete information about clipping paths, see pages 3.170–3.177 or pages 14.29–14.38 in *A Guide to QuarkXPress.*

Clipping paths are easily edited.

When clipping paths are combined with runaround paths, the sky's the limit.

■ **Note:** If it's important that your clipping path be based on the high-resolution picture file, avoid editing the path manually after the automated controls in QuarkXPress create the initial path.

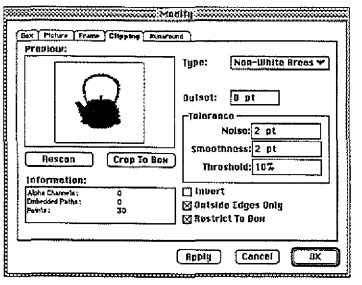
What is it good for?

Complex wraparound or compositing feats like the one shown at right usually create problems without a clipping path. Depending on the graphic file format you choose and what is positioned around or behind the picture, you could experience "jaggy TIFFs" or obscured text at printout time. With a clipping path, however, you're guaranteed victory over these problems.

■ **Note:** Be sure not to confuse clipping paths with runaround paths. Runaround paths tell QuarkXPress where to wrap text, and clipping paths tell QuarkXPress which parts of your picture should be considered transparent.

What else?

In addition to being able to create clipping paths, QuarkXPress 4.0 can read any embedded path saved in Adobe Photoshop (in any graphic file format supported by QuarkXPress) and use it as a clipping path. The same goes for alpha channels. Al so note that *runaround* paths can be created using the same powerful controls implemented for clipping paths, which makes the text runaround feature stronger. You can run text *inside* the "holes" in a picture, for instance.



*The **Clipping** tab of the **Modify** dialog box*

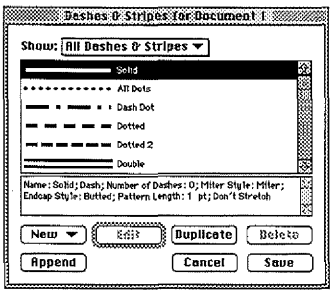
Custom Dashes & Stripes for Lines and Frames

What is it?

The new **Dashes & Stripes** dialog box lets you go beyond the simple "dotted or solid" options that exist in most applications — you can create your own styles, which can be applied to any line or frame in your layout.

Where is it?

1 Introduce yourself to custom dashes and stripe styles by choosing **Dashes & Stripes** from the **Edit** menu. The **Dashes & Stripes** dialog box displays.



*The **Dashes & Stripes** dialog box*

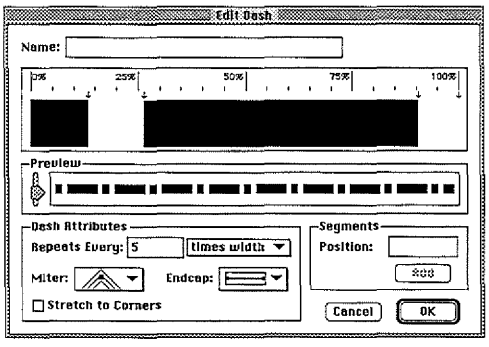
2 Choose **Dash** from the **New** pop-up button to open the **Edit Dash** dialog box.

3 After you open this dialog box, try clicking and dragging in the ruler area just above the large black line. Every time you click and drag, a new break in the line is created. You can move these breaks by dragging the arrows or the segments. As you do so, the resizable preview area shows you how the finished dash style will look.

■ For More Info

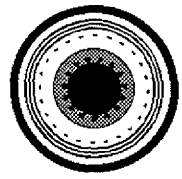
For complete information about dashes and stripes, see pages 7.22–7.28 in *A Guide to QuarkXPress.*

4 Once you've added a few breaks, try choosing something new in the **Endcap** pop-up menu. Notice that when you choose a different **Endcap** style, you affect the left and right edges of each break in your line. The **Miter** pop-up menu dictates how the corners — that is, the "joints" — will look when a line consists of more than one straight segment. For example, a jagged line could have "angular elbows" or "rounded elbows."

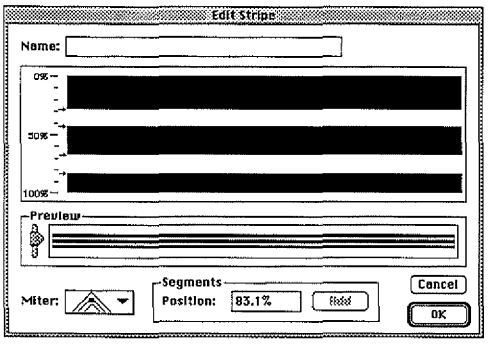


*The **Edit Dash** dialog box*

5 After you've gotten the hang of dealing with dashes, close the **Edit Dash** dialog box and click **New** → **Stripe** in the **Dashes & Stripes** dialog box to open the **Edit Stripe** dialog box. Now your ruler area is positioned vertically on the left side so that you can work with multiple bands and their thicknesses.



Custom dashes and stripes applied to box frames



*The **Edit Stripe** dialog box*

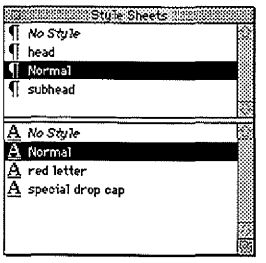
What is it good for?

The **Dashes & Stripes** feature is useful for creating custom styles to be used with lines and box frames.

Character-Based Style Sheets

What is it?

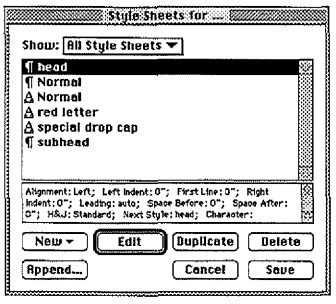
In the past, QuarkXPress only dealt with paragraph-based style sheets. In other words, if you tried to apply a style sheet to a small range of text, your entire paragraph was affected. With QuarkXPress 4.0, you still have the option of working with paragraph style sheets, but you can also apply a character style sheet to one or more characters.



*The **Style Sheets** palette lists paragraph style sheets on top, character style sheets on the bottom.*

Where is it?

1 The **Style Sheets** dialog box (**Edit → Style Sheets**) contains most of what you need to introduce yourself to character style sheets. Open this dialog box.



*The **Style Sheets** dialog box*

2 To create a new character style, choose **Character** from the **New** pop-up button. Or, double-click a style accompanied by the A icon to edit a character style. The **Edit Character Style Sheet** dialog box will display, allowing you to specify font, size, style, etc.

3 Apply style sheets using the keyboard equivalents you specified (if any) in the **Edit Character Style Sheet** dialog box or by using the **Style** menu or the **Style Sheets** palette.

■ **Note:** Character style sheets are categorized as local formatting, which can be kept or overridden just as in earlier versions of QuarkXPress.

What is it good for?

Character-based style sheets save you time when you have a common set of character attributes that need to be applied repeatedly, but you don't want the entire paragraph affected. The larger letters in the example below were formatted quickly, by applying a character-based style sheet using an assigned keyboard command.

oodles and oodles **of** angel-hair **noodles**,
oh what a **treat** they are!
Put them in strudel and **feed** them to poodles;
Your **friendship** with dogs will go **far.**

Character style sheets quickly apply character attributes without affecting the entire paragraph.

Run Text Around All Sides

What is it?

The new **Run Text Around All Sides** check box lets you flow a single column of text around all sides of an object or objects when readability is not crucial.

Where is it?

1 Introduce yourself to all-sided text flow by creating a text box and filling it with text. Second, place an object (or objects) such as a picture box in the middle of the text. Lastly, with the text box selected, choose **Item** → **Modify** and click the **Text** tab of the **Modify** dialog box.

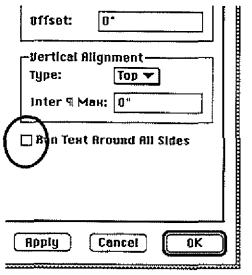
2 Check **Run Text Around All Sides** and click **OK.**

What is it good for?

In the past, it was necessary to break text up into two or more columns to wrap it around more than one side of an object. Using this new feature, however, one column will suffice.

What else?

The reason Quark decided to make this feature an attribute of the text box rather than an attribute of the obstructing item(s) is clear when you consider that more than one item can obstruct your text flow.



*The **Run Text Around All Sides** check box*

Text can be wrapped around all sides using only one column.

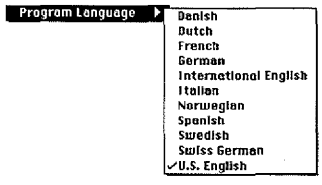
Multilingual Features for International 4.0

What is it?

If you've been a user of a single-language version of QuarkXPress Danish, Dutch, French, German, Italian, Norwegian, Spanish, Swedish, or Swiss-German until now — welcome to QuarkXPress Passport. With the expanded distribution of QuarkXPress Passport™ occurring with the 4.0 upgrade, you can now work with all the above languages instead of just one. (You'll also get U.S. English and International English.)

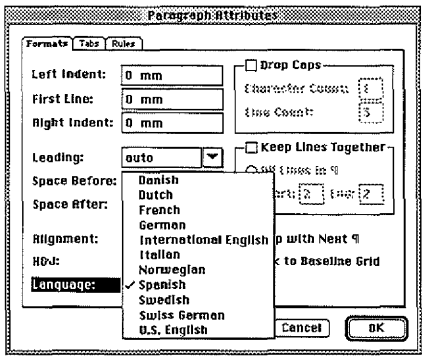
Where is it?

1 Choose the language in which your menus and dialog boxes display by choosing **Program Language** from the **Edit** menu. With all language files installed, you will have eleven languages to choose from.



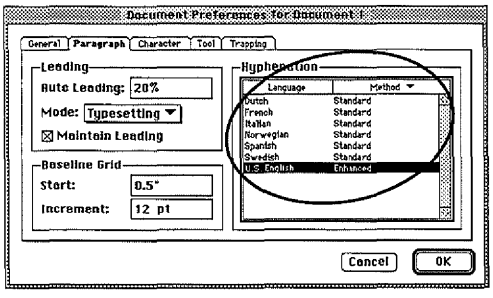
*The **Program Language** submenu determines how menus and dialog boxes display.*

2 Change the language that QuarkXPress Passport uses to hyphenate and spell check by selecting a paragraph or range of paragraphs and making a choice in the **Language** pop-up menu of the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** → **Formats**). You may apply a different language for every paragraph. QuarkXPress Passport will hyphenate and spell check in each of the languages specified.



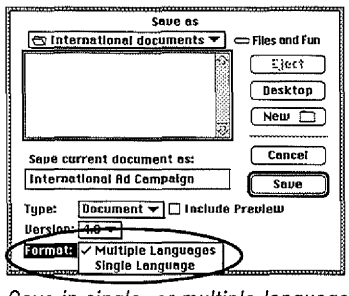
Each paragraph can be hyphenated and spell checked according to a specific language.

3 Choose the hyphenation method for each language in the **Paragraph** tab of the **Document Preferences** dialog box (**Edit** → **Preferences** → **Document**). The hyphenation method lets you choose whether to use the most current hyphenation technology or stay consistent with the version that created the document.



The most current hyphenation methods can be used.

4 Save your document in a multilingual format (compatible only with QuarkXPress Passport) or in a single-language format (compatible with both QuarkXPress and QuarkXPress Passport) using the **Format** pop-up menu (**File** → **Save as**).



Save in single- or multiple-language format

What is it good for?

Many publishers these days are finding a greater need to publish documents in multiple languages. A classic example of this is an instruction booklet that accompanies a product shipped in several different countries. QuarkXPress Passport lets you easily create a single document that includes all the target languages. But even in cases where there is a separate document printed for each language, QuarkXPress Passport still proves its worth by offering all the target languages in *one* box of software. This cuts the cost of software for multilingual publishers, who used to need several boxes of QuarkXPress — one for each language published.

What else?

QuarkXPress Passport runs under any of the operating system and keyboard setups conforming to the languages it supports.

Indexing

What is it?

This QuarkXPress feature helps automate the indexing process. It lets you insert markers in selected portions of your document, while typing or reading through it. The **Index** palette in QuarkXPress 4.0 then copies the text from these marked items, applies styles, and generates an alphabetized, hierarchically-organized index.

Where is it?

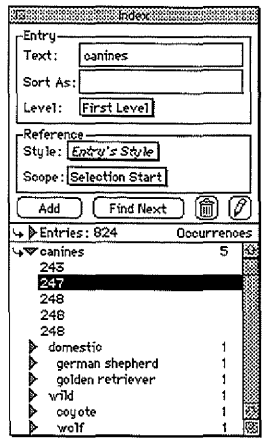
1 Introduce yourself to the indexing feature by opening the **Index** palette (**View** → **Show Index**). Next, open a copy of an old document, and highlight some text. Notice that the highlighted text automatically displays in the **Text** field. You may change this text to suit your capitalization or singular-vs.-plural conventions, or leave it as is.

2 The **Sort As** field lets you specify unconventional sorting. For example, if the text is "1944," but you want the item alphabetized under "N," you would enter "Nineteen forty-four."

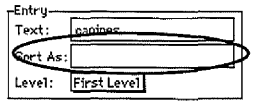
3 The **Level** pop-up menu lets you control the hierarchical arrangement of items in your index. If you want to choose something other than **First Level** for a new entry, you merely click in the left side of the scroll list to position the ↳ icon alongside the entry that your new entry should go under; then make your choice in the **Level** pop-up menu. (Do this before you click **Add.**)

■ For More Info

For complete information about indexing, see Chapter 20, "Indexes," in *A Guide to QuarkXPress.*



*The **Index** palette*



*The **Sort As** field*

*The **Level** pop-up menu*

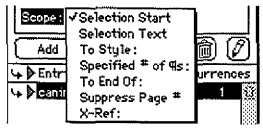
4 The **Style** pop-up menu lets you specify the kind of character formatting you want for the page number (and any cross references) in the index.

5 At its simplest level, the **Scope** pop-up menu lets you specify how far beyond the initial entry related text continues. In other words, an index entry can refer to a range of page numbers instead of just one page number. You can choose other options in the **Scope** pop-up menu to base the page range on a specific number of paragraphs, or on the start of a specific style sheet, etc. You can also create a cross reference. Depending on what type of **Scope** option you choose, new controls display to the right of the **Scope** pop-up menu.

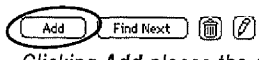
6 Click **Add** to place the entry into the **Index** palette. The corresponding page number, page range, or cross reference appears below the entry in the scroll list whenever the triangle to the left of the entry is clicked downward. The indexed text in your document displays markers.

7 Once the **Index** palette includes everything you need, you can specify punctuation for the index in the **Index Preferences** dialog box (**Edit** menu), then "build" the actual index page(s) by choosing **Build Index** from the **Utilities** menu.

*The **Style** pop-up menu*



*The **Scope** pop-up menu*



*Clicking **Add** places the entry into the **Index** palette.*

What is it good for?

Now you can create complex indexes easily within QuarkXPress.

Automatic Lists and TOCs

What is it?

A list is a group of one or more paragraph style sheets chosen by the user for the purpose of duplicating all the text of this style at another location. For example, a book publisher could specify a "chapter name" style sheet and a "section name" style sheet as a new list, then use that list via the **Lists** palette (**View** → **Show Lists**) to automatically build a table of contents.

Where is it?

1 Introduce yourself to the lists feature by opening or creating a document that has style sheets exclusive to headings and chapter names or the equivalent. Then choose **Edit** → **Lists** to display the **Lists** dialog box. Click **New.**

2 Name your new list in the **Edit List** dialog box, then highlight the names of one or two of your style sheets. Add these style sheets to your new list by clicking the **Add** ➧ arrow.

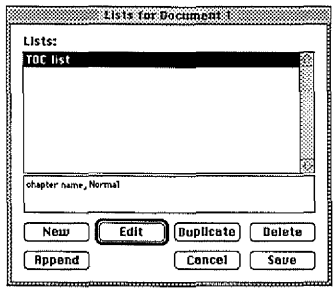
3 The **Level** pop-up menu lets you choose any number from 1–8. This number determines how far the items in your list will be indented in the palette.

4 The **Numbering** pop-up menu lets you choose how each item in a finished list will appear in relation to the page number on which it was found. You may choose to have no page number printed at all, or you may place the page number before or after the item.

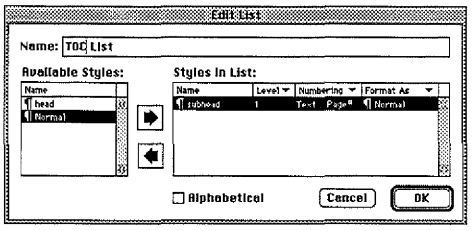
5 The **Format As** pop-up menu lets you choose which paragraph style sheets will be used to format items when your list is built.

■ For More Info

For complete information about lists, see Chapter 19, "Lists," in *A Guide to QuarkXPress.*



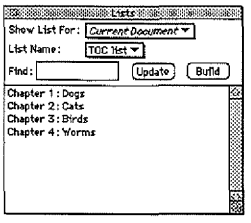
*The **Lists** dialog box*



*The **Edit List** dialog box*

6 Click **OK** in the **Edit List** dialog box and click **Save** in the **Lists** dialog box to save your list.

7 Choose **View** → **Show Lists** to open the **Lists** palette. Notice that, when your new list appears in the palette's **List Name** pop-up menu, the lower portion of the palette displays all of the text associated with the style sheets in your list configuration. This text can be navigated using the palette's **Find** field. To create a finished table, position your text insertion point in a new text box and click **Build.**



*The **Lists** palette*

What is it good for?

As an example, suppose you have a paragraph style sheet in your magazine template called "byline" that you use to style author names that follow article titles. Using this paragraph style sheet with the lists feature, you could automatically assemble a list of contributors in no time.

Book Compiling

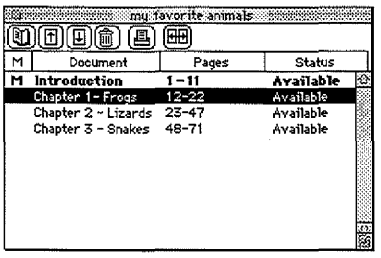
What is it?

With QuarkXPress 4.0, you can create a new type of file called a book. A book is a collection of QuarkXPress documents that share the same style sheets, colors, H&Js, lists, and dashes and stripes. You'll be able to control the page numbering across multiple documents, and check out documents in a book over a network.

Where is it?

1 Introduce yourself to book publishing with QuarkXPress by digging up two or three old QuarkXPress documents. Duplicate the files.

2 Choose **File** → **New** → **Book.** Enter a name for your new book, and click **Create.** This displays the palette shown below.



A book is a collection of QuarkXPress documents that "serve the same master."

3 To add a document or "chapter" to your book, click the button on the palette. A directory dialog box will display. Next, highlight the name of the QuarkXPress file whose style sheets, colors, H&Js, lists, and dashes and stripes suit your liking the most. Click **Add.** By default, this is now the "master chapter" of your book because it is the first one you added.

■ For More Info

For complete information about book compiling, see Chapter 18, "Books," in *A Guide to QuarkXPress.*

4 Now, add the other documents to your book in the same way, then place them in the order you want by using the ⇧ and ⇩ buttons. (The order determines how page numbering will be sequenced.)

5 Click the ⊞ button to synchronize the chapters. The next time you open the documents, you'll notice that all of the style sheets, colors, H&Js, etc., are consistent with those of the master chapter. (Older documents will be saved as 4.0 documents.)

What is it good for?

With the book publishing features in QuarkXPress 4.0, you can easily coordinate and streamline the production of large publications that require multiple writers and multiple QuarkXPress documents. The ability to synchronize the style sheets, colors, H&Js, page numbering, etc., of multiple documents also helps you maintain consistency.

High Fidelity Color

What is it?

High fidelity color technology is a new form of process color that builds from more than the usual four plates. The color gamut (range) produced by this process is capable of representing almost all the colors an RGB display can, plus other colors beyond RGB. In many cases, you may be able to eliminate spot colors from your design using high fidelity color.

QuarkXPress now has the ability to trap and color separate high fidelity colors and graphics. QuarkXPress can also separate RGB graphics as high fidelity. You can begin working with high fidelity color as soon as you install QuarkXPress 4.0.

Where is it?

1 Introduce yourself to high fidelity color by creating a new QuarkXPress document. Make sure CMS XTensions™ software and the latest version of ColorSync are both running. (ColorSync 2.0 or above is included with Mac OS System 7.5.2 and above. Look in the Control Panels folder, Extensions folder, and Preferences folder in your System folder to make sure the appropriate ColorSync components are installed.

2 Draw a picture box and import an RGB color TIFF or a LAB color TIFF picture (**File → Get Picture**).

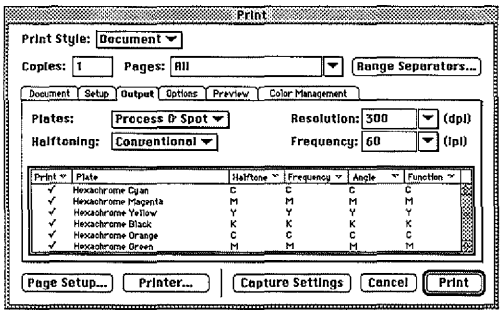
3 Choose **File → Print** and click the **Color Management** tab of the **Print** dialog box. In the **Separation Profile** pop-up menu, choose a profile that includes the word "Hexachrome."

4 Click the **Document** tab of the **Print** dialog box and check **Separations.**

■ For More Info

For complete information about high fidelity color, see *A Guide to Color Management and Prepress.*

5 Click the **Output** tab of the **Print** dialog box and notice that the scroll list in the lower half of the dialog box displays not *four* process plates but *six*. At this point, if you were to separate the page to an imagesetter and send the artwork to press using PANTONE Hexachrome inks, you could reproduce the brighter RGB colors of the original image much more faithfully than four-color separations are capable of.



PANTONE Hexachrome produces six plates instead of the usual four.

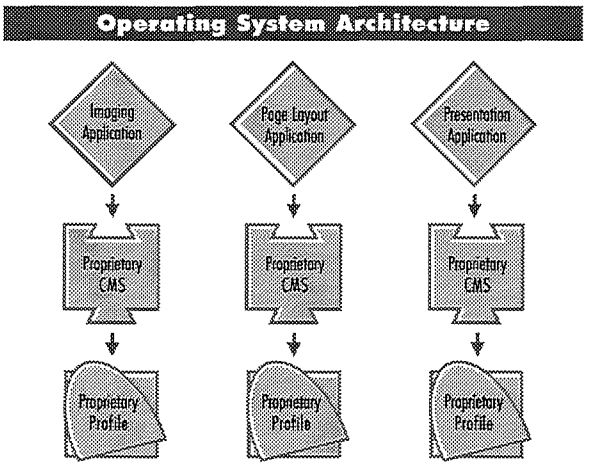
What is it good for?

High fidelity color greatly expands the color reproduction abilities of an offset printing press. For example, have you ever noticed that all your oranges print with a muddy appearance on a four-color offset press? If you consult with your printer and service bureau to print a high fidelity color job, you can conquer problems with tough-to-print colors such as this. (Of course, it may be a bit more expensive!)

ICC-Based Color Management

What is it?

The job of color management software is to optimize consistency among the color generated by your scanner, your monitor, your composite printer (proofing device), and the printing press. Each of these devices renders color in a unique way, so they all require a common foundation for consistency. By reading and translating a separate *profile* for every device in your workflow, color management software attempts to provide this foundation. In the past, however, you could quickly run into trouble choosing between proprietary translators and profiles because of industry disagreement about which was the standard.



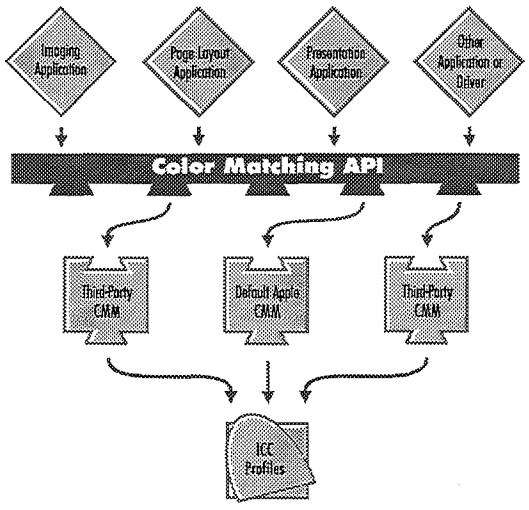
The old methods of color management had no industry standard.

■ For More Info

For complete information about color management, see *A Guide to Color Management and Prepress.*

All this changed when a group called the International Color Consortium (ICC) developed a standardized format for creating device profiles. Ever since then, all color management systems have been able to rely on the same profile format, eliminating conflicts and securing industry commitment.

Apple, Inc., extended this giant leap forward by developing the ColorSync 2.0 API (Application Programming Interface) as a kind of "open" switchboard for color. Any Mac OS application can be easily engineered to plug into this switchboard, and any ICC-based color management module (CMM) can plug into it as the engine. So, not only do you have a common ICC *foundation* for color management, you also have a common Mac OS *rooftop* for it. The result is seamless, predictable, easy-to-use color management, and QuarkXPress 4.0 brings it all to your doorstep with CMS.



ICC-based color management assures a shared system.

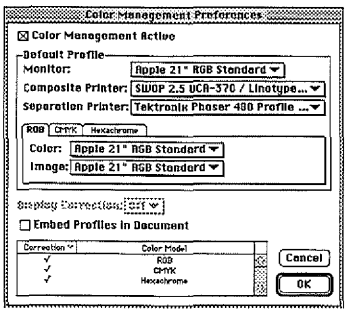
Where is it?

1 Introduce yourself to ICC-based color management by creating a new QuarkXPress document. Make sure CMS XTensions software and the latest version of ColorSync are both running. (ColorSync 2.0 or above is included with Mac OS System 7.5.2 and above. Look in the Control Panels folder, Extensions folder, and Preferences folder in your System folder to make sure the appropriate ColorSync components are installed.)

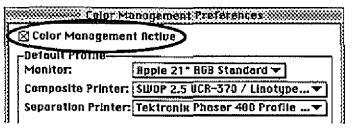
2 Choose **Edit → Preferences → Color Management.** To activate CMS for the new QuarkXPress document, check **Color Management** in the **Color Management Preferences** dialog box. (If this option is unavailable in the **Preferences** submenu, make sure CMS XTensions software is loaded.)

3 Choose device profiles in the **Monitor, Composite Printer,** and **Separation Printer** pop-up menus to inform QuarkXPress about the type of equipment you're using, then click OK.

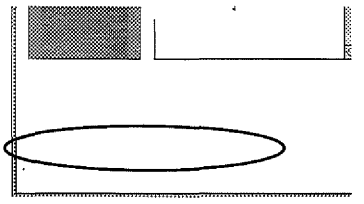
4 Create a picture box and import a picture (**File → Get Picture**). You'll notice a **Profile** pop-up menu at the bottom of the **Get Picture** dialog box. This pop-up menu lets you choose the source of the picture. For example, if you were importing a picture scanned on a Crosfield scanner, you would choose the profile for the Crosfield. Also make sure the **Color Management Active** check box in the **Get Picture** dialog box is checked. Click **Open** to import the picture.



*Choose device profiles in the **Color Management Preferences** dialog box.*



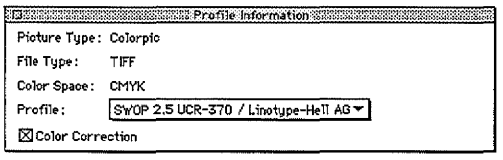
*Check **Color Management Active** to activate CMS.*



*Choose a "color meaning" for a picture in the **Get Picture** dialog box upon import.*

5 With the picture box still selected, choose **View → Show Profile Information** to display the **Profile Information** palette. You will notice the same pop-up menu and check box that you saw in the **Get Picture** dialog box.

6 To see how QuarkXPress 4.0's color management tools optimize color on the fly, simply pretend you chose the wrong profile originally, and choose a different profile for your picture. As soon as you choose the new profile, you'll see the picture preview redraw. That's CMS you're seeing — in action.



*The **Profile Information** palette*

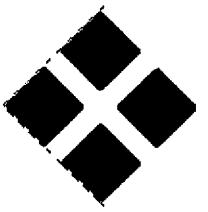
What is it good for?

Color management means predictable color every time, so you're never stuck guessing how a color will appear when it's printed or when it's displayed somewhere else. Although our example shows only how color optimization occurs with imported picture previews, the benefits don't stop there. They extend to all page elements, to your composite proofs, and even to your imagesetter. QuarkXPress can even give you a "preview" of your output device on-screen, showing you how your object colors and images will be affected when printed on a press.

So What Else is New?

Resize groups

If multiple items are grouped, it is now possible to interactively resize every item in the group simultaneously by simply dragging a resize handle. If you press ⌘-Option-Shift (for proportional resizing) or ⌘ while resizing a group, all frame widths, line weights, pictures, and text are resized as well.



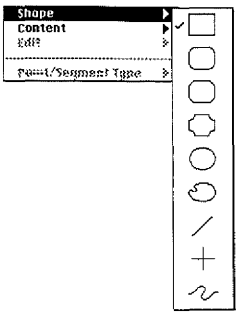
Resize groups

XTensions Manager

Now you can dictate which XTensions™ run each time by choosing **Utilities → XTensions Manager.** You can even group various XTensions into saved sets. Sets of XTensions let you customize QuarkXPress according to the task you're performing.

Change item shape type

After you create an item, you can instantly change it from a box to a line or vice versa by choosing **Item → Shape.** The same submenu also lets you convert ordinary rectangle and oval boxes into Bézier boxes, or convert ordinary straight lines into Bézier lines.



Change item shape type

Change item content type

After you create a picture box or a text box, you can change it any time from one type to another by choosing **Item → Content.** You can even choose to have a "contentless" box that can contain nothing but color and a frame. This feature can also change a line into a text path or vice versa.

Interior text flow

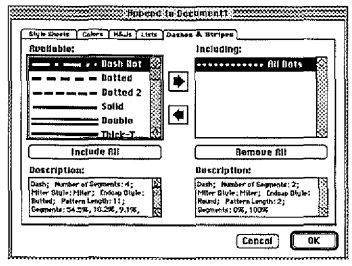
As an example, run text outside a picture of a donut and inside the hole of the donut by using the new advanced controls in the **Runaround** tab of the **Modify** dialog box (**Item → Modify**).

Multi-Ink color

Use the **Multi-Ink** option in the **Model** pop-up menu of the **Edit Color** dialog box (**Edit** → **Colors**) to create a new color based on percentages of several existing process or spot colors. Multi-ink colors print to more than one plate.

Enhanced Append for style sheets, colors, etc.

Selectively **Append** (**File** menu) your list of style sheets, colors, H&Js, lists, and dashes and stripes, using a single dialog box and multiple source documents.



Enhanced ***Append***

Find/Change enhancements

You can now **Find/Change** paragraph style sheets and character style sheets using the new **Find/Change** controls (**Edit** → **Find/Change**). For convenience, the controls are now located in a compact, floating palette instead of a dialog box.

Save in QuarkXPress 3.3 format

Backwards compatibility to the previous version of QuarkXPress is now possible. Be aware, however, that your document will be stripped of certain new features. For example, Bézier boxes become polygon boxes.

Thousands of styles, colors, H&Js

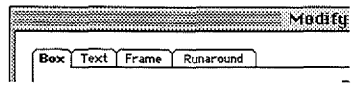
We've greatly expanded the maximum number of styles, colors, and H&Js you can have in a document.

Expanded paragraphs limit

A higher maximum number of paragraphs per story is now possible.

Save window position

If **Save Document Position** is checked in the **Save** tab of the **Application Preferences** dialog box (**Edit** menu), your window position gets saved whenever you save your document. So, if you close the document, you'll automatically have the same window position the next time you open it. This eliminates the hassle of moving or resizing document windows when the same position is used every time.



New tabbed dialog boxes

Go-to-page icons

New tabbed dialog boxes

To eliminate clutter, certain dialog boxes now use a folder-tab metaphor. If you click a tab at the top of one, the dialog box reveals a new set of related controls. You can also ⌘-Tab through the tabs.

Get Picture, apply picture styles in Item mode

These functions once required the selection of the Content tool. They now work with either the Content tool or the Item tool selected.

Multiple-select items in Content mode

This function once required the selection of the Item tool. Now you can multiple-select with either the Content tool or the Item tool.

Go-to-page icons

If you click the arrow that appears in the lower-left portion of your document window, a pop-up menu displays that contains a page icon for every page in your document. Choose a document or master page icon and QuarkXPress will go to that page. You may also type numbers in the Page field adjacent to this button. This makes for quicker navigation.

Live Refresh

With this new enhanced method of delayed item dragging chosen in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** menu), the document

updates as you drag items to show the true look, including text flow and item layering. To use **Live Refresh,** click and hold on an item while you wait for it to flash, then drag. (The alternative **Show Contents** method of delayed item dragging works the same as QuarkXPress 3.3's "live drag" feature.)

Force or halt redraw

You can now force the screen to redraw in QuarkXPress by pressing ⌘-Option-period, and you can halt redraw by pressing ⌘-period or Escape. You can also click to select items, open dialog boxes, and choose other commands while the screen is redrawing.

Thousands of tabs

Go ahead and add tabs to your paragraph all day. You may have a hard time reaching the new maximum.

Hyphenation dictionary

For words not included in your hyphenation exceptions, QuarkXPress 4.0 now checks a built-in hyphenation dictionary before resorting to a hyphenation algorithm. Just make sure **Expanded** is chosen in the **Hyphenation Method** pop-up menu in your preferences (**Edit** → **Preferences** → **Document** → **Paragraph** tab).

Agates

Agates is a new measurement system in the **Horizontal Measure** and **Vertical Measure** pop-up menus in the **General** tab of the **Document Preferences** dialog box (**Edit** menu). Commonly used for measuring vertical column length in classified ads.

Anchor non-rectangular boxes and lines

Previous versions of QuarkXPress allowed you to anchor rectangular boxes to flow with text. Now you can do the same thing with nonrectangular boxes and lines.

QuarkPrint features integrated

QuarkPrint™ XTensions software developed by Quark was sold separately for some time. Now many of its printing features, including the ability to create reusable **Print Styles** (**Edit** menu) or print a noncontinuous range of pages, are integrated into QuarkXPress 4.0.

Zoom to 800%

Double the zoom depth of previous versions of QuarkXPress for extremely precise page layout tasks.

Set preferences for multiple tools simultaneously

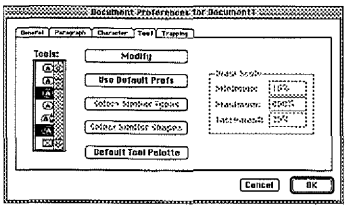
The new **Tool** tab (**Edit** → **Preferences** → **Document**) lets you select a set of tools similar in shape or function, and edit the preferences for the whole set simultaneously.

PPD Manager

The **PPD Manager** is a new **Utilities** menu option that lets you choose which printer descriptions are available in the **Print** dialog box of QuarkXPress. You notice the change the next time you print.

Gap color for lines and frames

The **Modify** dialog box (**Item** menu) now lets you specify color and shade for the gaps between non-solid frames and lines.



Set preferences for multiple tools simultaneously.

Flip asymmetrical items using resize handles

Flip an asymmetrical box or line by dragging one of its bounding box handles beyond the item's minimum width or height.

Return key linked to Keep Document Settings button

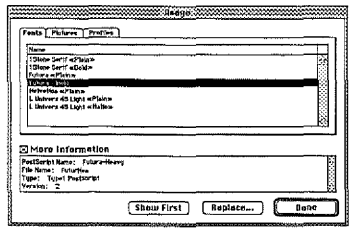
As always, you can click one of two buttons in the **Nonmatching Preferences** dialog box when opening a document: **Keep Document Settings** or **Use XPress Preferences.** However, in previous versions of QuarkXPress, **Use XPress Preferences** was chosen if you pressed the Return key, sometimes causing your document to change undesirably. In QuarkXPress 4.0, the Return key is linked to the **Keep Document Settings** button instead.

"Smart space" used when double-clicking a word

When you double-clicked a word in previous versions of QuarkXPress, the word was highlighted, and the subsequent space (along with any punctuation mark placed in between) was highlighted as well. In QuarkXPress 4.0, only the characters that make up the word are highlighted when you double click; however, when you cut and paste the word into a new spot in the text, QuarkXPress actually looks at the context and adds or deletes a space automatically as needed. This automation occurs at the cut location as well as the paste location. If you want an accompanying punctuation mark included with the word you're highlighting, simply double-click between the word and its adjacent punctuation.

Enhanced Usage dialog box

Now the **Font Usage** and **Picture Usage** options are coupled into one tabbed dialog box that includes a new check box called **More Information.** When **More Information** is checked for a font, you see its PostScript name, its file name, its font type, and its version number. When **More Information** is checked for a picture, you see its full path, its file size, its modification date, its dimensions, and its color depth.



*Enhanced **Usage** dialog box*

The Comprehensive List of New Features in QuarkXPress 4.0

Read about these new features in *A Guide to QuarkXPress* according to the page numbers provided in brackets. If the feature is described in a different book, such as the *Keyboard Command Guide,* the name of the book is provided. Some software changes require no additional explaination and have no page numbers listed.

1. Flow text along a Bézier path, with four options for flow style and four options for position [13.16–13.20]
2. Convert highlighted text into a Bézier-outline box and fill with picture or text [13.3–13.4]
3. Offset field for anchored boxes (automatically maintains designer-intended baseline when converting highlighted text into an anchored Bézier box) [Mac OS 3.152; Windows 3.156]
4. Point-by-point tools for drawing Bézier picture boxes, text boxes, lines, and text paths [1.24–1.25]
5. Freehand tools for quickly sketching Bézier boxes, lines, and text paths [1.26–1.27]
6. Edit Bézier points, segments, and curve handles during creation [1.24]
7. Illustrate by merging multiple items to form one composite box (six methods) [7.32–7.36]
8. Merge endpoints from two Bézier lines to form one line [Mac OS 3.185–3.186; Windows 3.189–3.190]
9. Split multiple-path items to form several items [7.36–7.37]
10. Change boxes to lines and vice versa [Mac OS 3.194; Windows 3.198–3.199]
11. Change standard shapes into Bézier items and vice versa [Mac OS 3.193–3.194; Windows 3.197–3.199]
12. Change text boxes to picture boxes and vice versa, or change Bézier lines to text paths and vice versa, by choosing a content type from a menu [Mac OS 3.195; Windows 3.199]
13. Change a text box or a picture box to a no-content box [Mac OS 3.195; Windows 3.199]

14 Select, move, and fully edit Bézier items using only one tool (Item or Content tool) [1.7–1.10]

15 Choose among symmetrical, smooth, or corner states for a Bézier point [7.12–7.17]

16 Reshape curved segments in a Bézier item by dragging curve handles, or by intuitively dragging different parts of a segment [Mac OS 3.199–3.200; Windows 3.203–3.204]

17 Access fields in **Measurements** palette that indicate distance and angle of curve handles from their associated point [2.10–2.11]

18 Automatically select all points in a Bézier item (Command-Shift-A on Mac OS, CTRL+SHIFT+A on Windows)

19 Resize groups (with option to scale all picture contents, text contents, frame widths, and line weights) [*Addendum,* page 8]

20 Flip asymmetrical boxes by dragging resize handles [7.44–7.45]

21 Create scalable, custom dash or stripe styles for use with lines and frames [7.22–7.28]

22 Apply color and shade to gaps in non-solid lines and frames [7.21]

23 Tag words for a four-level nested index or a two-level run-in index [20.10–20.13]

24 Add entries and access most indexing controls from a movable palette [20.1–20.25]

25 Create cross references for an index [20.14–20.16]

26 Choose among six options that determine the scope of an index entry's page reference (including length of the entry, number of paragraphs, or the next style sheet change) [20.6]

27 Specify the format, punctuation, master page, and style sheets for index creation [20.19–20.21]

28 Create formatted tables of contents and other paragraph-style-sheet-based lists automatically [19.1–19.11]

29 Automatically alphabetize paragraphs when using the **Lists** feature [19.6]

30 Update lists and indexes after editing text [19.9–19.10]

31 Create book files consisting of multiple QuarkXPress files for efficient network-based construction of long documents [18.1–18.18]

32 Open chapters through a book's palette on the local drive or across a network [18.8]

33 Synchronize page numbering, style sheets, colors, H&Js, lists, and line/frame styles among documents that are part of a book [18.13–18.15]

34 Reorganize and add chapters to a book at any time [18.6–18.9]

35 Print all or selected chapters in a book with the same **Print** settings [18.16–18.17]

36 Smart space [*Addendum,* page 11]

37 Create and apply character style sheets [12.42–12.45; *Addendum,* page 10]

38 Find-change character and paragraph style sheets [Mac OS 3.40–3.41; Windows 3.46–3.47]

39 Expanded hyphenation method consults dictionary [Mac OS 3.62; Windows 3.67]

40 Run text inside the "holes" of a picture subject [13.14]

41 Base automatic runaround path on picture's white areas, its box, an alpha channel, an embedded path, or a clipping path [13.8–13.10]

42 Edit runaround path using Bézier tools [13.15]

43 Run a single column of text around all sides of an obstructing item or items [13.5–13.6]

44 Anchor nonrectangular or Bézier-shaped items to flow with text [13.27–13.29]

45 View picture file's full path, file size, modification date, dimensions, and color depth [Mac OS 3.234; Windows 3.238]

46 Create clipping paths automatically from within QuarkXPress (based on white areas, an alpha channel, or an embedded path) [14.29–14.37]

47 Edit clipping path using Bézier tools [14.37]

48 Invert any clipping path [14.35]

49 Extend a picture beyond its picture box and bounding box [14.35–14.36]

50 Create "multi-ink" colors that consist of user-specified percentages of any number of spot or process colors [Mac OS 3.87–3.88; Windows 3.92–3.93]

51 Predict color using ICC-based color management from Apple ColorSync 2.1 (Mac OS OS only) or Kodak (Windows or Mac OS) [*A Guide to Color Management and Prepress* and the *Addendum*]

52 Specify picture sources, device profiles, and color management preferences using full suite of controls in Quark's bundled CMS software [*A Guide to Color Management and Prepress*]

53 Control screen frequency, angle, and dot function separately for each plate [3.27–3.29]

54 Use high-fidelity Hexachrome process color to reduce need for spot colors [Mac OS 3.86; Windows 3.91]

55 Separate RGB pictures into Hexachrome color space for minimal loss in gamut (occurs using CMS)

56 Quark's PostScript error handler built-in [3.29]

57 Preview how document fits paper size in **Print** dialog box [3.32]

58 Print noncontinuous page ranges [3.21]

59 Create and use **Print Styles** for commonly used **Print** settings. [Mac OS 3.20–3.21; Windows 3.21]

60 Use **XTensions Manager** to more easily determine which XTensions load with QuarkXPress. [Mac OS 3.234–3.236; Windows 3.238–3.240]

61 Automatically spell hyphenated words correctly when spelling depends on hyphenation (for example, some Swiss-German words)

62 Customize **Tool** palette [1.4]

63 **Find/Change** controls now in a palette

64 Tabbed dialog boxes [Mac OS xxxii; Windows xxx]

65 Item tool and Content tool enhanced to eliminate need for switching between them (for example, multiple-select items in Content mode or apply picture styles in Item mode) [1.7-1.11]

66 Click the right mouse button in a document to display a context menu that includes common clipboard, view, and modify commands (Windows version)

67 Quickly navigate using page icons at lower-left corner of document window [5.6]

68 Force screen to redraw with keyboard command [*Keyboard Command Guide,* page 9]

69 Interrupt screen draw by choosing from a menu or clicking in document

70 Zoom up to 800% (maximum percent for Windows version dependent on monitor resolution)

71 View actual page numbers in a sectioned document, or view "absolute" page numbers in **Document Layout** palette [*Addendum,* page 5]

72 Enhanced live drag (**Live Refresh**) [Mac OS 3.47; Windows 3.53]

73 View Type 1 font's PostScript name, file name, font type, and version number [Mac OS 3.231; Windows 3.235]

74 Set preferences for multiple tools simultaneously [Mac OS 3.66–3.68; Windows 3.71–3.73]

75 **Save Document Position** (preference) [Mac OS 3.50; Windows 3.56]

76 **Agates** (new measurement option) [Mac OS 3.52; Windows 3.57–3.58]

77 Save in QuarkXPress™ 3.3 format [3.9; *Addendum,* pages 2–3]

78 Conserve document size by automatically listing which colors, style sheets, etc., are used in a document and which are not [Mac OS 3.74; Windows 3.79]

79 Enhanced **Append** (use a single dialog box and multiple source documents and libraries for importing style sheets, colors, line and frame styles, etc.) [3.13–3.14]

80 Landscape and portrait icons in **New** and **Document Setup** dialog boxes [3.4]

ADDENDUM TO THE DOCUMENTATION

QuarkXPress™

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A Guide to QuarkXPress Addendum

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Introduction

After printing *A Guide to QuarkXPress* and the other manuals, the QuarkXPress team made changes to the software by adding, improving, or slightly altering features. We based our enhancements on feedback from our customers and beta sites. Please read through this information so you are familiar with the changes.

This addendum contains late-breaking information about QuarkXPress 4.0, and in many instances, supersedes information published in the manuals. Therefore, you should print this document and keep it with your manuals. If you're inclined to mark up your manuals with these changes, we've provided the page numbers in *A Guide to QuarkXPress* and other manuals that need to be changed.

■ Tips

What's new for 3.3 users

The *What's New in QuarkXPress 4.0* booklet containing brief overviews of new features is now an electronic file on the CD–ROM.

Completed tutorial documents

As you complete the tutorial exercises, you may want to compare your documents to finished lesson files. Completed documents in the form of QuarkXPress templates are available in the Tutorial folder along with the other tutorial files. Just look in the Completed Lessons folder and open any of the finished documents.

Application

Opening, saving, and downsaving files with different versions of QuarkXPress
When you open 3.3 documents in version 4.0, all 3.3 information is retained. However, when you *downsave* 4.0 documents as 3.3 documents, many 4.0-specific attributes are altered or lost (see the following explanations).

Measurements

- Agates convert to the default measurement system.

Items

- Bézier boxes convert to polygon boxes. If a box consists of multiple contours (like merged boxes or boxes created from text), the box shape is retained by using thin connecting lines to sustain the illusion of separateness. In some cases, the result may not look exactly the same in version 3.3.
- Boxes with a content of *None* keep their status, but there is no way to change the content type (other than with an Apple Events script).
- Text paths convert to text boxes. See Figure 1. An angled path on a straight line converts to an angled text box. A Bézier path converts to a text box that uses the bounding area of the curved path.
- Bézier lines convert to straight lines with two endpoints. See Figure 2.
- Anchored lines and anchored non-rectangular boxes convert to anchored rectangular boxes.
- Custom dashes and stripes convert to solid lines.
- Gap colors in dashes and stripes convert to White for frames and *None* for lines.

Clipping and runaround paths

- Clipping path information is not retained and the picture behaves as if you imported it in version 3.3.
- Runaround paths with a type other than **None** or **Item** convert to **Manual** and are reshaped into a polygon with straight sides.
- Text running around all sides of an object reverts to the runaround method used in version 3.3.

Figure 1: Text paths (top) convert to text boxes (bottom).

Figure 2: Curved lines (left) convert to straight lines (right).

Text

- While version 4.0 allows thousands of paragraph style sheets, colors, and H&J sets, a downsaved document retains only 128 of each.
- While version 4.0 allows thousands of tab settings, a downsaved document retains only 20 settings per line. The remaining tabs are placed at the default .5".
- If you use more than eight characters as automatic drop caps, all the drop caps remain in the 3.3 document. However, if you change any settings in the **Paragraph Formats** dialog box (**Style** menu) in QuarkXPress 3.3, you will be forced to enter a smaller number in the **Character Count** field before you can click **OK.**
- Character style sheet information is not retained, but character styles applied in a document are retained as local formatting.

Color

- Color management profile information is not retained.
- Multi-Ink colors convert to RGB.
- Hexachrome Coated and Hexachrome Uncoated colors convert to RGB.

Indexes, books, and lists

- Index tags remain in version 3.3. To access the tags, reopen the document in QuarkXPress 4.0.
- Book chapters can be opened in version 3.3 through the **Open** command (**File** menu). The chapters remember that they are part of a book and can be opened through their book palette in version 4.0.
- Although list definitions are not retained, built lists remain in the document.

Editing documents

When you downsave a 4.0 document, you can open and edit that document in version 3.3 just like any other 3.3 document. When you downsave a 4.0 document, then reopen it in version 4.0, the document behaves like any other 3.3 document.

Name change for XTensions™ software folders

In *A Guide to QuarkXPress,* we refer to the "XTensions" and "XTensions (Disabled)" folders. Although the names of these folders have been changed to "XTension" and "XTension Disabled," they still function as documented. *Change to pages 3.234, 3.236, and 4.13.*

Defaults changed in Application Preferences

Several default settings in the **Application Preferences** dialog box (**Edit** menu) have changed. In the **Interactive** tab, the default **Delay** setting for **Live Refresh** has increased from .5 seconds to .75 seconds and **Show Tool Tips** is now checked by default. In the **Save** tab, **Auto Library Save** is now checked by default. *Changes to pages 3.47, 3.48, and 3.50.*

Default changed in Document Preferences

In the **General** tab of the **Document Preferences** dialog box (**Edit** menu), the default **Guides** setting has changed from **Behind** to **In Front.** *Change to page 3.54.*

Item menu reorganization

Commands in the **Item** menu were reorganized slightly, and do not match the screen shots in *A Guide to QuarkXPress.* The **Runaround** command appears before the **Clipping** command; this change is also reflected in the order of the tabs in the **Modify** dialog box.

Preview command removed

The documentation describes a **Preview** command in the **View** menu that maximizes the document view and hides guides, grids, rulers, invisibles, and palettes. The **Preview** feature has been removed from this release of QuarkXPress. *Deletion to page 3.218.*

Documents

Comparing components

For a quick look at the difference between two style sheets, colors, H&Js, lists, or dashes and stripes, QuarkXPress now has a **Compare** feature. To do this, open the dialog box for the specific component (for example, **Edit → Style Sheets**). Shift-click or ⌘-click to select two components from the list, then press Option to change the **Append** button to **Compare.** Click **Compare** to display a summary of each component; the differences display in bold. You can also compare two selected components in the **Append** dialog box (**File** menu). See Figure 3. *Addition to append discussions in the Typography, Color, Box Basics, and Line Basics chapters.*

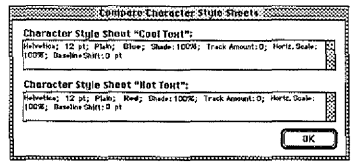

*Figure 3: In the **Style Sheets** dialog box, Shift-click to select two character style sheets or two paragraph style sheets. Press the **Option** key to change the **Append** button to **Compare.** Click **Compare** to view the differences between the two style sheets (the differences display in bold).*

Appending from libraries

You can now append style sheets, colors, H&Js, lists, or dashes and stripes from libraries as well as documents and templates. When you choose the **Append** command (**File** menu) or click the **Append** button in any of the component dialog boxes (**Style Sheets, Colors,** etc.), simply choose a library file in the **Append** directory dialog box. *Addition to pages 3.14 and other append discussions.*

Page numbers in Document Layout palette

The way the field in the lower-left corner of the **Document Layout** palette (**View** menu) reports document page numbers has changed since QuarkXPress 3.3. You can view the section page number for a selected page, the absolute page number for a selected page, or the total number of pages in the document.

- To view a section page number in the field, click a page icon or simply look at the number directly beneath the page icon. Section page numbers reflect changes made in the **Section** dialog box (**Page** menu) such as page number prefixes.
- To view an absolute (or sequential) page number in the field, Option-click a page icon. See Figure 4.
- To view the total number of document pages in the field, click any white area of the palette to deselect all page icons.

Additions to page 2.16.

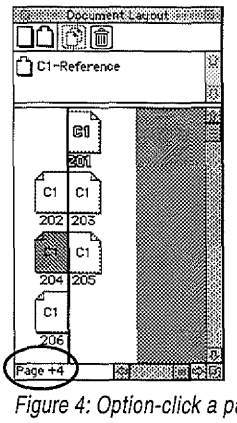

*Figure 4: Option-click a page icon in the **Document Layout** palette to display its absolute page number in the palette's lower left corner.*

Page numbering of book chapters

If you open a chapter outside of its associated QuarkXPress book, meaning you didn't use the book palette to open it, the page numbers may temporarily change. If the chapter contains Book Chapter Starts, which automatically update page numbers across chapters, then the chapter will begin at page number 1 while editing outside the book. When you reopen the chapter using the book palette, the page numbers will automatically update. If the chapter contains regular Section Starts, then the page numbers will not be affected when editing outside the book. *Addition to pages 18.8–18.9 and 18.11–18.12.*

Indexing a book

When you generate an index for an entire book, the index should be flowed into the last chapter of the book. If the index is flowed into an intermittent chapter in a book with continuous page numbering, the page numbers following the index chapter may change. *Addition to Chapter 20, "Indexes."*

New status in Picture Usage

If a picture was imported using XTensions software that is later disabled, the words "No XTension" appear in the **Status** column of the **Usage** dialog box (**Utilities** → **Usage** → **Pictures** tab). The **More Information** area displays the message: "The XTension that imported this picture is not available; a low resolution version of the picture will be printed." See Figure 5. To resolve this problem, use the QuarkXPress **XTensions Manager** (**Utilities** menu) to enable the appropriate XTensions software or filter.

If the XTensions software is distributed with QuarkXPress and was deleted or never installed, drag-copy the files from the CD-ROM to your XTension folder and relaunch QuarkXPress. *Addition to pages 3.233 and 14.39.*

Positioning a page for printing

The **Right Edge** option in the **Page Positioning** pop-up menu (**File** → **Print** → **Setup** tab) was removed. The remaining options, which still function as described in *A Guide to QuarkXPress*, include: **Left Edge, Center, Center Horizontal,** and **Center Vertical**. *Deletion to pages 3.24–3.25, 21.7, 21.23, and 21.28.*

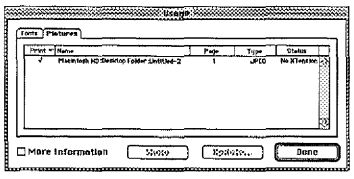

*Figure 5: The **Pictures** tab of the **Usage** dialog box lists all the pictures in a document and shows their status. In this instance, the XTensions software originally used to import the JPEG picture is disabled.*

Creating a PostScript File

To create a PostScript File, choose **File** → **Print** and click the **Printer** button. (Before the print driver dialog box displays, an alert informs you that changes will affect the setup of your print driver rather than simply affecting the options within QuarkXPress. See Figure 6.) Although print driver dialog boxes vary according to print driver versions, an option allowing you to print to a file should exist. Consult your print driver documentation and output service provider if necessary.

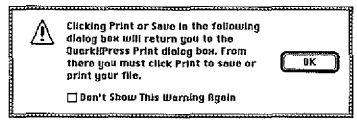
Clicking Print or Save in the following dialog box will return you to the QuarkXPress Print dialog box. From there you must click Print to save or print your file.
OK
Don't Show This Warning Again

Figure 6: Before entering the print driver dialog box, this warning informs you that changes will affect print driver setup. To create a Post-Script File, you must configure appropriate settings in the print driver dialog box, then click ***Print.***

In the print driver dialog box, click **File,** then click **Save**. Use the directory dialog box to specify a name and location for the file. Click **Save** to return to the QuarkXPress **Print** dialog box. Click **Print** to save the document as a PostScript File. If you **Cancel,** the document will not be saved as a PostScript File.

No Prepress File check box

In the **Options** tab of the **Print** dialog box (**File** menu), the **Prepress File** check box was removed. This feature will be incorporated into subsequent versions of QuarkXPress. *Deletion to pages 3.30 and 21.14.*

Items and Pictures

Resizing groups

It is now possible to interactively resize every item in a group simultaneously by dragging a resize handle. If you press ⌘-Option-Shift (for proportional resizing) or ⌘ while resizing a group, all frame widths, line weights, pictures, and text are resized as well. *Addition to pages 9.12–9.13.*

Editing anchored items

In QuarkXPress 4.0, not only can you anchor variable-shaped boxes and lines, you can also access all the anchored items' editing handles. See Figure 7. Previously, you had access to only three resize handles. *Change to picture and caption on page 13.29.*

Figure 7: Anchored boxes display handles and are reshaped and resized like any other item.

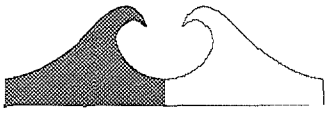

Figure 8: A Bézier box can be flipped by dragging its bounding box "through itself."

Flipping non-rectangular item shapes

1. Make sure **Item** → **Edit** → **Shape** is unchecked (so the item's rectangular bounding box displays).
2. Highlight the **W** field (if you want a horizontal flip) or the **H** field (if you want a vertical flip) in the **Measurements** palette and copy the value to the Clipboard (⌘-C).
3. Drag the left-middle or right-middle resize handle (if you want a horizontal flip), or drag the top-middle or bottom-middle resize handle (if you want a vertical flip) until the item is reduced to the surface area of a straight line, and keep dragging. Lift the mouse button after the bounding box has been dragged "through itself." See Figure 8.
4. Highlight the appropriate measurement field (**W** or **H**) in the **Measurements** palette and paste (⌘-V) the value you just copied. The Bézier box is flipped. If you also want the box's contents flipped, you can use the **Flip** commands (**Style** menu) to do so at the end of the process.

Moving Bézier lines

If you want to move a Bézier line while its points are showing, press the ⌘ key while dragging the line. Otherwise, you will reshape the line. *Addition to page 8.19.*

Text box display

In previous versions of QuarkXPress, when you were editing text the box background displayed as a single color or as white. Now text boxes display the appropriate background whether it's *None,* a blend, or a color. *Change to page 2.20.*

Changing Bézier selection color

When Bézier items are active, their editing lines, points, and curve handles display in the color specified for **Margin Guides.** To change the color, choose **Edit** → **Preferences** → **Application;** then click the **Display** tab. Click the **Margin** color box to access the color wheel and change the color. The color change will affect the margin guides and Bézier editing paths for all documents. *Addition to page 7.12.*

Creating dash and stripe patterns

The process of creating a segment of a dash or stripe pattern in the **Edit Dash** or **Edit Stripe** dialog box (**Edit** menu) has changed slightly. *Change to pages 3.109–3.110, 7.23, and 7.27.*

- When you start creating a new dash or stripe, the ruler contains a solid line. To create the first segment, click the ruler. See Figure 9.
- To create additional segments, click the ruler and drag. You can create a segment within the first segment or in the white area.
- To move a segment, click the segment and drag it.
- To resize a segment, drag one of its arrows on the ruler.

Shortcut to creating a new dash

The **New** button in the **Dashes & Stripes** dialog box (**Edit** menu) contains a small pop-up menu that lets you choose whether to create a dash or stripe. You can now circumvent the pop-up menu to create a dash by rapidly clicking the **New** button once. To create a stripe, press the **New** button until the pop-up menu displays and choose **Stripe.** *Addition to pages 3.106 and 7.22.*

Auto Image runaround available

A new runaround type, **Auto Image,** has been added so you can create a clipping and runaround path in one step. This is not the same **Auto Image** runaround you're familiar with from QuarkXPress 3.3. In 4.0, **Auto Image** runaround is created from the high-resolution image with Bézier curves, and it should not cause "jaggies." If you choose **Auto Image** from the **Type** pop-up menu of the **Runaround** tab (**Item** → **Modify**), a clipping path based on non-white areas is created for the picture and text wraps around that path automatically. **Auto Image** runaround creates an uneditable clipping path and runaround shape. Therefore, the **Clipping** tab controls, the **Item** → **Edit** → **Clipping** command, and the **Item** → **Edit** → **Runaround** command are disabled. *Addition to pages 3.178 and 13.8–13.13.*

■ Tips

Wrapping text around all sides

To wrap text around all sides of an obstructing item, remember to check **Run Text Around All Sides** for the *text box.* The **Run Text Around All Sides** check box is in the **Text** tab of the **Modify** dialog box (**Item** menu).

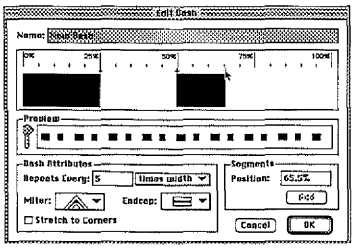

Figure 9: Click and drag to create a line segment in a dash or stripe pattern.

Text and Typography

Associating paragraph style sheets and character style sheets

When creating a paragraph style sheet, you have the option to associate a character style sheet or to set up character attributes that are specific to that paragraph style sheet. See Figure 10. The **General** tab of the **Edit Paragraph Style Sheet** dialog box provides a **Character Attributes** area that lets you decide how to define the character attributes for a paragraph style sheet:

- To specify character attributes exclusively for the paragraph style sheet, choose ***Default*** from the **Style** pop-up menu. The character attributes reflect the formatting at the text insertion point. To change the character attributes, click **Edit.** This method is similar to the way you specified character attributes for a paragraph style sheet in QuarkXPress 3.3.
- To associate an existing character style sheet with a paragraph style sheet, choose one of your character style sheets from the **Style** pop-up menu. If you click **Edit** after selecting an existing character style sheet, you're editing the actual character style sheet.
- To create a new character style sheet for a paragraph style sheet, click **New.** Use the **Edit Character Style Sheet** dialog box to name and define the character style sheet.

The **Style Sheets** palette (**View** menu) reports which paragraph and character style sheets are applied at the text insertion point or to highlighted text. If all the selected text is formatted with the same paragraph style sheet and the same character style sheet, both style sheets are highlighted in the palette. If selected text is formatted exclusively with *Default* character attributes from the paragraph style sheet, no character style sheet is highlighted. If the selected text is formatted with multiple style sheets, the common style sheets are highlighted. The other style sheets in use are gray. *Changes to pages 3.75, 3.79, and 12.39–12.44.*

Shortcut to creating a new paragraph style sheet

The **New** button in the **Style Sheets** dialog box (**Edit** menu) contains a small pop-up menu that lets you choose whether to create a paragraph or character style sheet. You can now circumvent the pop-up menu to create a paragraph style sheet by rapidly clicking the **New** button once. To create a character style sheet, press the **New** button until the pop-up menu displays and choose **A Character.** See Figure 11. *Addition to pages 3.75 and 12.40.*

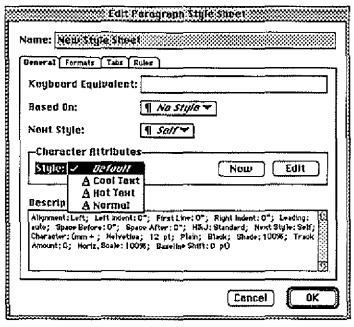

Figure 10: When you create a paragraph style sheet, you can associate the default character attributes, an existing character style sheet, or a new character style sheet you create.

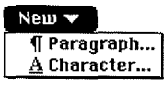

*Figure 11: Click the **New** button in the **Style Sheets** dialog box quickly to create a paragraph style sheet without using this pop-up menu.*

Style Sheets palette keyboard commands

When you Control-click a style sheet in the **Style Sheets** palette, an edit pop-up menu displays. See Figure 12. When you ⌘-click a style sheet, you open the **Style Sheets** dialog box with that style sheet highlighted as in 3.32. The following keyboard commands work with the **Style Sheets** palette:

Function	Command
Display edit style sheet pop-up menu	Control-click style sheet
Open **Style Sheets** dialog box	⌘-click style sheet
Remove local overrides (plus sign)	Option-click style sheet

Changes to tip on page 12.42.

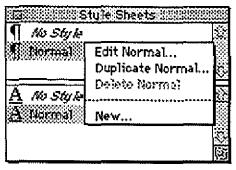

Figure 12: Press the Control key and click a style sheet name to display a pop-up menu that lets you edit, duplicate, or delete the selected style sheet. You also have the option to create a new style sheet.

Double-clicking/cutting and pasting with smart space

When you double-clicked a word in previous versions of QuarkXPress, the word was highlighted, and the subsequent space (along with any punctuation mark in between) was highlighted as well. In QuarkXPress 4.0, only the characters that make up the word are highlighted when you double click; however, when you cut and paste the word into a new spot in the text, QuarkXPress actually looks at the context and adds or deletes a space automatically as needed. This automation occurs at the cut location as well as the paste location. If you want an accompanying punctuation mark included with the word you're highlighting, simply double-click between the word and its adjacent punctuation. See Figure 13. *Addition to pages 11.3–11.5.*

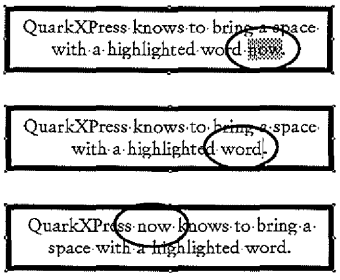
QuarkXPress knows to bring a space with a highlighted word now.
QuarkXPress knows to bring a space with a highlighted word.
QuarkXPress now knows to bring a space with a highlighted word.

Figure 13: When we highlight the word "now," the punctuation following it is no longer highlighted. When we cut the word, the remaining space preceding the period is removed. When we paste the word back into the text, the necessary space is inserted automatically.

More drop caps

You can now have up to 127 drop caps per paragraph. To specify the number of drops caps in a paragraph, enter a value in the **Character Count** field in the **Formats** tab of the **Paragraph Attributes** dialog box (**Style** menu). If you specify more characters than can fit on the first line of a paragraph, only the characters that fit are resized as drop caps. The remaining characters flow to the next line, but may overprint the drop caps. *Change to page 3.127.*

Index palette keyboard commands

The following keyboard commands expedite indexing functions. See Figure 14.

Function	Command
Display **Index** palette	⌘-Option-I
Highlight **Text** field (**Index** palette showing)	⌘-Option-I
Click **Add** button	⌘-Option-Shift-I
Edit index entry or reference	Double-click entry or reference
Delete all index entries	Option-Shift-click Delete icon

Addition to Chapter 20, "Indexes."

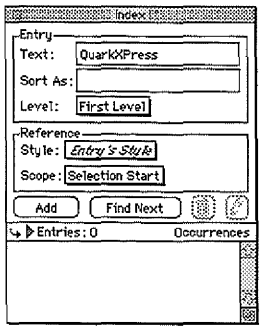

*Figure 14: When the **Index** palette is showing, ⌘-Option-I highlights the **Text** field and ⌘-Option-Shift-I clicks the **Add** button.*

Additional XPress Tags

The introduction of character style sheets and the possibility of a relationship between a character style sheet and a paragraph style sheet has created the need for new XPress Tags.

Character attributes	Code
Set type style according to character attributes in paragraph style sheet	<$>
Set type style according to character attributes in character style sheet	<$$>
Set all character attributes according to character attributes in paragraph style sheet	<a$>
Set all character attributes to character attributes in character style sheet	<a$$>

■ **Note:** When any character attribute commands are followed with a $ (for example, <f$>), the attribute (in the example, the font) will be set according to the character attribute information in the current paragraph style sheet. If any character attribute commands are followed with a $$ (for example, <s$$>), the attribute (in the example, the shade) will be set to the attribute described in the previously applied character style sheet.

Style sheet definitions	Code
Define style sheet 1	@Name=<definition>(Hard Return)
Define style sheet 2	@Name=[based info]<definition>
Define style sheet 3	@Name[based info]<definition>
Based On information	S"paragraph based on name"; S"","next paragraph style name"; S"","","character style sheet name"; S"","","character style sheet name", "character based on name"; S"paragraph based on name", "next paragraph style name", "character style sheet name"; or S"paragraph based on name", "next paragraph style name", "character style sheet name", "character based on name". (Beginning S must be capitalized.)

The style sheet definition may include paragraph attributes only, character attributes only, or both paragraph and character attributes.

Applying a paragraph style sheet	Code
Apply the Normal paragraph style sheet	@$:paragraph text
Apply *No Style* paragraph style sheet	@:paragraph text
Apply defined paragraph style sheet	@Style Name:paragraph text

Applying a character style sheet	Code
Apply Normal character style sheet	<@$>
Apply paragraph's character style sheet	<@$p>
Apply *No Style* character style sheet	<@>
Apply defined character style sheet	<@Style Name>

■ **Note:** You can set all character attributes to the character style sheet's default attributes by preceding @ with an 'x'. This clears any existing character attribute overrides. For example, <x@$> applies the Normal character style sheet, erasing any existing character attributes.

Addition to pages 24.29–24.41.

■ Tips

Generating XPress Tags

We recommend exporting a QuarkXPress document using the XPress Tags filter for a starting point, rather than inputting all the codes manually.

Color

RGB TIFF separation built-in

Initially, separating an RGB TIFF required CMS XTensions software. Separation of RGB TIFFs now occurs automatically with or without CMS. *Deletion to page 14.26.*

Kodak Digital Science Color Technology

The Quark CMS XTensions software provides QuarkXPress with access to system-level and third-party color management software. The XTension uses industry-standard ICC device profiles and the Kodak Digital Science Color Management System (CMS) for crossplatform color management. A Kodak Color Matching Module (CMM) for ColorSync is supplied for Mac OS color management. If you install the CMS XTensions software, all the necessary system software is installed for you. See *A Guide to Color Management and Prepress* for more information about the Quark CMS XTension.

Reverting to the default Apple ColorSync CMM

When you install the Quark CMS XTensions software, the Kodak Digital Science Color Management System is installed automatically. If you prefer, you can use Apple ColorSync 2.1 color management exclusively by removing the Kodak software. If you remove the Kodak software, you will not be able to use it with other applications. You can still use Kodak profiles, but be aware that they are designed to work best with the Kodak CMM. To use ColorSync only:

1. Open the Extensions folder located in your System Folder.
2. Remove the KODAK CMM file. The default Apple ColorSync CMM will become active.
3. You can also remove the KODAK PRECISION API, KODAK PRECISION CP1, and KODAK PRECISION ProfileAPI files from your Extensions folder. This is not necessary to activate the Apple ColorSync CMM, but it will reduce the number of startup extensions when KODAK CMM is not loaded.

No embedded profiles using CMS

The Quark CMS XTension does not recognize ICC profiles embedded in pictures by other applications. To assign color meaning to an imported picture, you must apply an ICC device profile using the **Profile** pop-up menu in either the **Get Picture** dialog box (**File** menu) or the **Profile Information** palette (**View** menu). See Figure 15. Selecting the appropriate source profile for a picture is crucial to accurate color conversion for output. *Change to pages 28–29 in* A Guide to Color Management and Prepress.

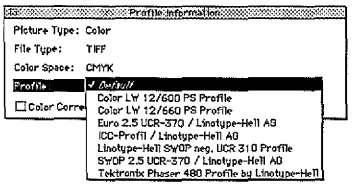

Figure 15: The ***Profile Information*** *palette lets you assign an ICC device source profile (usually a scanner) to imported color pictures.*

PANTONE® Open Color Environment (POCE)

QuarkXPress now includes POCE™ XTensions software, which provides access to PANTONE's Color palette selector. POCE is a separate option you can choose to install with QuarkXPress. If you install POCE, the XTensions software is enabled by default. To access the PANTONE Color palette selector, choose **Edit** → **Color** and click **New.** Choose **POCE** from the **Model** pop-up menu. Questions about PANTONE Color usage and reproduction should be referred to PANTONE Technical Support. E-mail: technical_support@pantone.com, telephone: (201) 935-5500, or fax: (201) 896-0242. *Addition to page 3.86.*

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